



POLICY 1.093

4-A I recommend that the Board adopt the proposed revised Policy 1.093, entitled "Construction Oversight and Review Committee."

[Contact: Kristin Garrison, PX 48935 and Kathelyn Jacques-Adams, PX 47471.]

Adoption

CONSENT ITEM

- The Board approved development of this revised Policy at the development reading on February 6, 2012, where it passed on the Consent Agenda.
- The current revision changes the definition of quorum for the transaction of business from the majority of the full membership to a majority of the current CORC membership.

POLICY 1.093

CONSTRUCTION OVERSIGHT AND REVIEW COMMITTEE

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- 3 1. **Purpose.** The Construction Oversight and Review Committee exists to assist the
4 School Board by oversight and review of, and making recommendations
5 concerning, the work of Facility Management to build quality schools on time and
6 within budget.
- 7 2. **Advisory Authority; Responsibilities.**
 - 8 a. *Advisory Function.* The Construction Oversight and Review Committee
9 (CORC is advisory to the School Board and its members shall serve in a
10 voluntary capacity.
 - 11 b. *Reporting to Board.* In carrying out its advisory role to the Board, CORC will
12 report to the Board as provided for in Board Policy 1.09. Such reporting shall
13 include recommendations to the School Board and may include dissenting
14 viewpoints. The reports should indicate whether a recommendation is
15 unanimous or what ratio of the CORC membership supports a
16 recommendation, and the basis for the majority and minority positions of the
17 committee.
- 18 3. **Responsibilities and Mission.** The CORC will provide oversight and assistance
19 to the School Board in the continuous, systematic review of facilities management
20 issues and will report its advice and recommendations to the School Board in key
21 areas as they relate to facilities management including:
 - 22 a. Administration and Management
 - 23 i. Organizational structure of the facilities program
 - 24 ii. Goal setting
 - 25 iii. Staffing levels/expertise
 - 26 iv. Policies and internal procedures
 - 27 v. Project programming, scheduling, and information systems
 - 28 vi. Standard reporting to the CORC and the School Board
 - 29 vii. Compliance with applicable laws, codes, and requirements
 - 30 b. Application of the Planning Process

- 31 i. Site evaluation
- 32 ii. Input from users/interested parties
- 33 iii. Educational specifications
- 34 iv. Life cycle costs
- 35 v. Five year capital plan
- 36 vi. Justification of projects
- 37 c. Design Process
- 38 i. Quality assurance for plans and specifications
- 39 ii. Design and construction trends
- 40 d. Construction Services
- 41 i. Performance evaluations
- 42 ii. Selection process for architects, engineers, and contractors
- 43 iii. Contract and specification language
- 44 iv. Real estate transactions
- 45 v. M/WBE and/or SBE policy as it relates to construction
- 46 e. Construction Administration
- 47 i. Construction monitoring/inspection process
- 48 ii. Quality assurance
- 49 iii. Project turnover process
- 50 iv. Post-occupancy facility evaluation
- 51 f. Project Control Services
- 52 i. Project budget/cost monitoring system
- 53 ii. Change order review
- 54 iii. Change order tracking system

55 iv. Schedule impact on project cost

56 4. **Committee Membership; Qualifications; Appointments.**

57 a. *Composition; Qualification.* The CORC membership shall consist of fourteen
58 (14) members (appointed by the School Board, two appointees per Board
59 member), who are residents of Palm Beach County, serve in a voluntary
60 capacity, and are not employed by the School District.

61 The CORC members shall consist of persons who preferably have engaged in
62 (or retired from) commercial or school construction and have (or had) the
63 following credentials:

64 i. One (1) Florida Registered Architect (active or inactive license)

65 ii. One (1) Florida Registered Engineer (active or inactive license)

66 iii. One (1) Florida Certified General or Building Contractor (active or inactive
67 license)

68 iv. One (1) Land or Community Planner

69 v. One (1) Florida licensed Real Estate Broker or Construction Manager

70 vi. One (1) Attorney (construction and/or Real Estate law specialist)

71 vii. One (1) Management Information Systems Professional or Construction
72 Project manager

73 viii. One (1) Cost Accountant, familiar with construction accounting,
74 construction estimator, or construction accounting specialist

75 ix. One (1) Construction industry trades person

76 x. One (1) M/WBE Representative

77 xi. Four (4) Community Representatives at Large

78 Each committee member, upon appointment, shall be provided this policy and
79 Board Policy 1.09 (Advisory Committees to the Board).

80 b. *Terms of Appointments.* The terms of the fourteen (14) voting CORC
81 members shall be as provided in Board Policy 1.09 (Advisory Committees to
82 the Board).

83 c. As to appointing new members to CORC, CORC may provide input to the
84 School Board and constitute an appropriate source for the names of potential

85 nominees for membership with the preferred experienced, as set forth in
86 Board Policy 1.09.

87 **5. Committee Meetings, Operations, Procedures, and Administrative Matters.**

88 a. Meetings. The CORC will hold its regular meetings on a monthly basis, or as
89 otherwise needed, and consistent with the provisions of Board Policy 1.09.

90 b. Operations and Procedures. CORC shall conduct its meetings consistent to
91 the provisions of Board Policy 1.09, with the exception of the provision
92 pertaining to a quorum.

93 c. Quorum. For purposes of this policy, a quorum for the transaction of business
94 shall consist of a majority of the current CORC membership.

95 **6. Duration of Charter.** The CORC's Charter shall remain in effect until repealed or
96 amended by the Board.

97 STATUTORY AUTHORITY: Fla. Stat. §§ [1001.32\(2\)](#); [1001.41\(2\)](#); [1001.42\(25\)](#);
98 [1001.43](#)(2), (4) & (10)

99 LAWS IMPLEMENTED: Fla. Stat. §§ [1001.32\(2\)](#); [1001.41\(1\)](#); [1001.42\(9\)](#); [1001.43\(4\)](#) &
100 (10); 119.71; [286.011](#); [112.313](#)

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102 HISTORY: 11/11/02; 8/27/8; 10/5/11; 4/17/2013

Legal Signoff:

The Legal Department has reviewed proposed Policy 1.093 and finds it legally sufficient for adoption by the Board.

Kathelyn Jacques-Adams
Attorney

3-20-13
Date